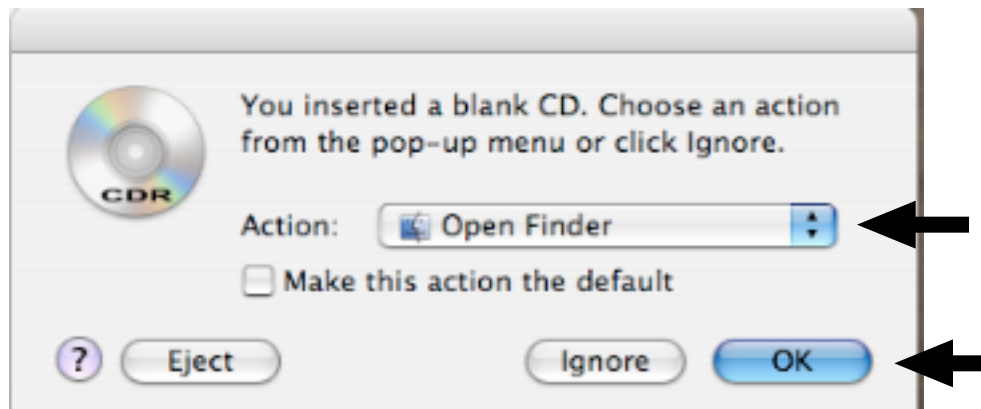


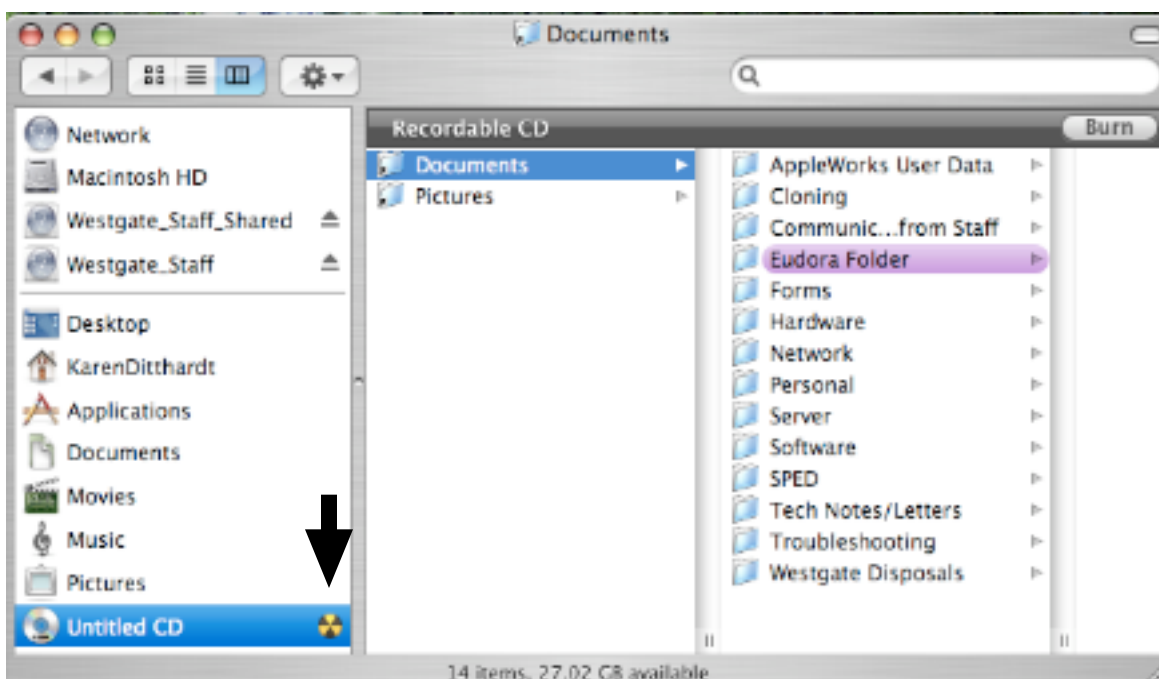
## Backing Up Your Server Folder to a CD

(There are CD burners on the laptops, LMC eMacs, classroom eMacs, and Lab iMacs.)

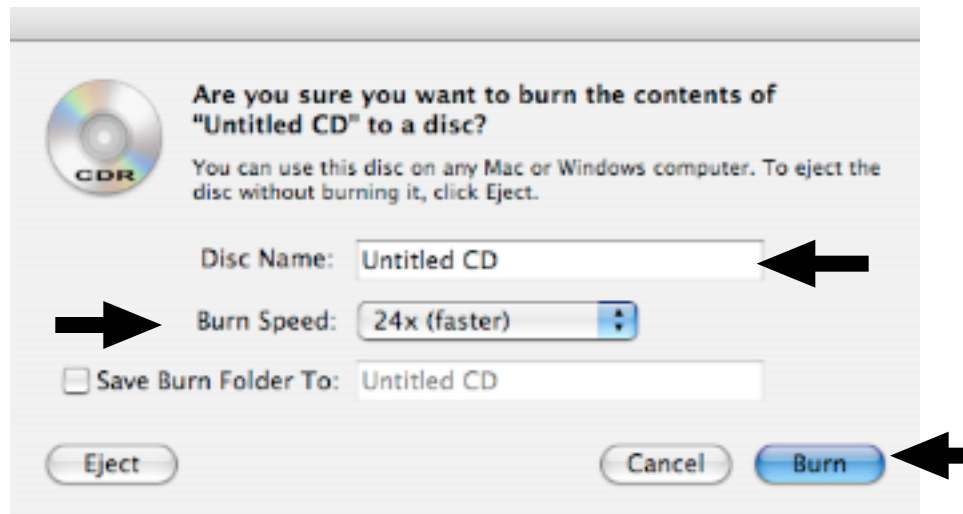
Insert a blank CD-R into the CD drive. A window will open that looks like this:



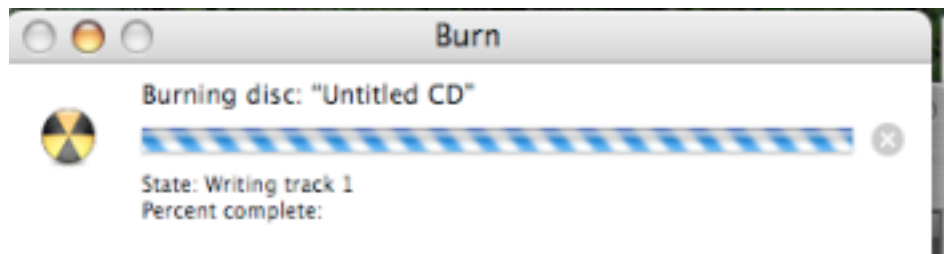
Choose **Open Finder** in the **Action** pull down box. Click OK. Double-click on the Untitled CD icon on the desktop. Drag any folders or documents you want into the window. Click the little burn symbol as shown in the window below:



The next window that pops up will look like this:



Title your disc in the box next to **Disc Name**. Leave at the default burn speed. Click **Burn**. This process will take a few minutes. You can see the progress in the Burn Task bar that appears:



When the burn task is complete, this task bar disappears and the CD is titled on the desktop. Eject your disc and take it with you.